

U.S. ARMY CORPS OF ENGINEERS, PITTSBURGH DISTRICT
EQUAL EMPLOYMENT OPPORTUNITY
SPECIAL EMPHASIS PROGRAM COMMITTEE

CHARTER

ARTICLE I. NAME OF COMMITTEE

The name of this organization shall be the Corps of Engineers, Pittsburgh District Equal Employment Opportunity (EEO) Special Emphasis Program Committee (SEPC). The effective date for establishment of the SEPC is 24 April 1997.

ARTICLE II. AUTHORITY

AR 690-12, 30 Oct 1989, establishes policies and procedures governing Equal Employment Opportunity and Affirmative Action in the Department of the Army.

ARTICLE III. MISSION AND PURPOSE

The SEPC is established as an integral part of the EEO program to assist and support the Pittsburgh District Special Emphasis Program Manager (SEPM) in performing his/her duties which address problems and employment concerns of minorities, women and the disabled in achieving equal employment opportunity within the Pittsburgh District. The SEPC fulfills the roles of the following programs: American Indian/Alaskan Native Employment, Asian Pacific American Employment, Black Employment, Federal Women's, Hispanic Employment, and Disabled Individuals.

ARTICLE IV. MEMBERSHIP

1. The SEPC shall consist of employees of the Pittsburgh District which represent a cross section of division and separate offices including field sites.
2. Committee membership will be open to all employees of the Pittsburgh District regardless of race, religion, sex, color, national origin, age, physical or mental disability. The SEPC Committee will be chaired by the SEPM. Managers and supervisors are encouraged to participate.
3. The officers of the SEPC are appointed by the SEPM and approved by the EEO Officer.

4. Any person interested in becoming a member of the SEPC will in coordination with his/her supervisor contact the EEO Office, and upon the advice and consent of the EEO Office said person's name will be forwarded to the Commander for his approval.
5. The terms of the Vice-Chairperson shall be for two (2) years, and the Secretary shall be for three (3) years, or until a successor is determined.
6. One third of the members shall be elected annually to serve for three (3) years with terms to commence on October 1. Two months prior to the expiration of the members' term, the EEO Office will notify the workforce of the impending vacancy, via E-mail or by written memorandum, and seek replacements.
7. An officer or member can succeed himself/herself to their position but for no longer than one additional term.
8. Each committee member and officer shall have one vote.
9. A quorum of the Committee is defined as a majority of the Committee members. If a quorum is present at a committee meeting, a majority of those present shall have the authority to approve action for the Committee. The SEPM will break all tie votes.
10. Other Pittsburgh District personnel who wish to support specific events or programs of the SEPC may do so with the approval of their supervisor and in coordination with the SEPM. They will not, however, be considered members of the committee.
11. Each committee member will actively participate in committee business, maintain regular attendance, vote on issues, and support the objectives of the EEO program, the affirmative action plan and the SEPC.

ARTICLE V. MANAGEMENT

1. The SEPC, subject to this Charter, shall make provisions for the general administration of the affairs of the Committee. The Committee shall submit such reports as required or directed by higher authority.

2. By-Laws consistent with this Charter shall be adopted for the guidance of the officers and committee members.
3. The government of the SEPC shall be vested in the officers of the committee.

ARTICLE VI. MEETINGS

1. The Committee shall meet regularly. The SEPM may call special meetings of the Committee, as necessary.
2. Meetings shall be held for the discussion of matters related to the Pittsburgh District Special Emphasis Program.

ARTICLE VII. SUB COMMITTEES FOR SPECIAL EMPHASIS PROGRAMS

1. Business and Logistics Committee: Responsible for drafting the Charter and By-laws for the SEPC and any amendments thereto. Also is responsible for finding space, handling tickets and/or monies for Special Emphasis Program functions if necessary.
2. Corps Relations, Ethnic Awareness and Publicity: Responsible for publicizing all Special Emphasis Program activities. Also is responsible for coordinating programs and activities for commemorative events throughout the year.
3. Training, Recruitment and Retention: Responsible for planning programs which can provide meaningful training for the work force, and developing plans which insure the successful recruitment and retention of women, minorities and the disabled in the Pittsburgh District.
4. The SEPC will establish other committees as needed.

ARTICLE VIII. AMENDMENTS

The Charter and By-Laws may be amended by the following procedure:

- a. The proposed Charter or By-Laws amendment shall be voted upon at any meeting by the majority of the committee provided that a notice shall have been provided no less than seven (7) days in advance, stating the purpose and the objective of the meeting.

- b. The amendment(s) shall receive an affirmative vote of not less than a majority of the members voting.
- c. Charter amendment(s) must be approved by the District Commander. By-Law amendment(s) must be approved by the SEPM and EEO Officer.

ARTICLE IX. GENERAL

1. All discussions and the business procedure of all meetings shall be consistent with Roberts' Rules of Order insofar as they are not inconsistent with the Charter and By-Laws of this Committee or those of the U.S. Army Corps of Engineers or the Department of the Army.
2. No part of net earning of the Committee shall inure to the benefit of any individual or group and no substantial part of the activities of the Committee shall be carrying on propaganda, or otherwise attempting to influence legislation and the Committee shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office.
3. The dissolution of the Committee is at the discretion of the District Commander. Upon dissolution of the Committee, the assets remaining after the payment of debts of the Committee shall be conveyed to the Pittsburgh District, U.S. Army Corps of Engineers.

8 Feb 99

Date

David R. Ridenour

DAVID R. RIDENOUR
Colonel, Corps of Engineers
Commanding